

# The Valle Crucis Conference Center

P.O. Box 654

Valle Crucis NC 28691

828-963-4453 Fax: 828-963-8806

E-mail: vccc@highsouth.com

## **Rental Agreement and Regulations for use of the Apple Barn**

1. The Apple Barn is available for use by the community or other groups on a reservation basis at the discretion of the Director, who has the authority to refuse any group or individual. Please note that we are a ministry of the Episcopal Diocese of Western North Carolina and we will give priority to groups that are staying at the Conference Center.
2. The Apple Barn is an historic building located on the grounds of the Valle Crucis Conference Center. It was built around 1911 as the first dairy barn in the area to have a concrete floor. It also housed its own cheese factory. The building is on the National Register of Historic Places. We hope you will convey to your guests the historic nature of the building and show it and our grounds the respect due its historical significance in this sacred valley.
3. The fee (per event with times to be decided) is \$\_\_\_\_\_ - payable in advance, plus a \$200.00 damage deposit (can be on same check). If the Apple Barn is left in good order (as outlined below), the damage deposit will be returned.
4. **A representative of your group will have to sign this rental agreement verifying that they understand the guidelines and are responsible for the group's adherence to them.**
5. While we do not object to the moderate consumption of alcoholic beverages on our premises, you as the renter are fully liable and responsible for monitoring, moderating and supervising your guests by not permitting any of them to become intoxicated while on our property. The use of designated drivers is encouraged at all events where alcohol is served. We reserve the right to terminate the event and require immediate exit by all guests in the event this rule is abused.
6. Any damage to the property (above and beyond the damage deposit) will be charged to the renter.
7. **By order of the FIRE MARSHALL there will be absolutely no smoking inside the Apple Barn.** It will be the renter's responsibility to see that their guests do not smoke inside our historic Apple Barn and that all smoking outside be done in a responsible manner with the proper disposal of all cigarette butts in ash cans which are provided on the deck. We request that you ask your guests to please not throw their cigarette butts on the grounds surrounding the Apple Barn. **Please notify all caterers and florists that no open flames or candles are allowed inside the Apple Barn.** Votive candles and candles in globes are permitted. Absolutely no **SPARKLERS** or any other type of fireworks inside or outside the Apple Barn. .
8. **Renter's will be responsible for the clean up of the Apple Barn and grounds out to the road. This includes sweeping (and mopping, if necessary) the floor; and picking up, bagging and removing all trash from the building and grounds. It will be your responsibility to return all furniture to its proper location prior to your departure. Exact time for completion of cleaning to be agreed upon by both parties in advance and noted below.**
9. All directional signs placed on the sides of any roads in the Valle Crucis area must be removed within 24 hours of the event or you will be charged a removal fee of \$10 per sign to be taken out of your deposit.
10. If any key which is given out for the Apple Barn is not returned within 24 hours of the event a replacement fee of \$5 will be taken out of your deposit.
11. If the renter uses an outside rental company for tables, chairs, linens, glassware, china or tableware it must be made known to them that all deliveries need to be co-ordinated with the management of the Conference Center and all items need to be picked up ASAP after the event and that they cannot be stored in the Apple Barn or left on the grounds without prior permission of the Conference Center management. All deliveries by an outside rental company must be cleared in advance with the Conference Center. The Conference Center assumes no responsibility for any items left on the property by an outside rental company or by the renter or their guests.
12. **A representative of the renter will meet with the Director in person (or a designated member of the staff in his absence) to view the facility and discuss the rental agreement and its terms.** It will be understood that while there are a few tables and chairs in the Apple Barn the facility is rented as is and it will be the responsibility of the renter to provide needed tables and chairs for their event.
13. **A Security Guard is required for all events.** This is for your protection as well as ours. Security will be for a minimum of 6 hours (\$150.00) at a cost of \$25.00 per hour . (For longer events, please add \$30.00 per hour or any part of an hour for each hour over 6). This fee must be sent to the Conference Center 30 days in advance. **Your security checks should be made out to Dale Townsend not to the Conference Center.**
14. All activities **must** end by **11 P.M.**, and all music **must** be turned down by **10:30 P.M.** There are no exceptions to this requirement. This is out of respect for our other guests and for our neighbors.
15. There will be no admittance to the basement of the Apple Barn, the Bunk House adjacent to the Apple Barn, or any other buildings or porches of the Valle Crucis Conference Center. It will be the responsibility of the renter to make sure that their guests, band members and caterers adhere to this rule. You may use only the grounds immediately adjacent to the Apple Barn out to the fence along the state road and from Crab Orchard Hall east to NC 194.

**++++ABSOLUTELY NO PARKING ALONG HIGHWAY 194++++**

16. This contract covers a one day time period usually from 8 AM until 11 PM. If you need additional time there will be an additional charge and it must be approved by a VCCC representative.
17. If you are renting the Apple Barn more than 90 days in advance of your function a non-refundable deposit of \$100 is required to hold the building. The balance due **must** be in our office **no later than 90 days** prior to the event in order to remain on our books.
18. Please advise bands hired for your event that there are no dressing rooms in the Apple Barn nor is there space available for changing other than the Apple Barn restrooms. All band members and their guests **must** adhere to the no smoking rule.
19. Please advise any caterer hired for your event that if they plan to use a charcoal or gas cooker outside that it must be well away from all buildings and it is their responsibility to provide fire suppression equipment. Please advise them that it is their responsibility to clean up any spilled food items in the Apple Barn and on the grounds surrounding the Apple Barn.
20. Please advise any florist hired for your event that we ask them not to put any new nails in our historic building. Push pins are acceptable but we ask that they use no staples. It will also be your responsibility to clean up any mess left by the florist.
21. Absolutely no tents larger than 10 x 10 will be permitted on the grounds of the Apple Barn and placement of all tents must be approved in advance by the property manager of the Conference Center.

Indemnity:

- A. The Guest shall be solely responsible for any of their, or their invitees', personal property located or stored upon the Premises, and for all risks of damage, destruction, or loss resulting from theft, fire, storm and all other hazards and casualties. The Valle Crucis Conference Center and its agents shall not be liable for any damages to, or destruction or loss of, any of the renter's personal property located or stored upon the premises regardless of the cause or causes of such damage, destruction, or loss, unless such loss or destruction is caused by the intentional acts or willful negligence of the Valle Crucis Conference Center. The Guest agrees to release and indemnify and hold harmless the Valle Crucis Conference Center and its agents from and against liability for property damage, unless such damage, loss or destruction is caused by the intentional acts or willful negligence of the Valle Crucis Conference Center.
- B. The Valle Crucis Conference Center and its agents shall not be liable for any liability for personal injury to Guests resulting from any cause whatsoever except only such personal injury caused by the willful negligence or intentional acts of the Valle Crucis Conference Center or its agents. The Guest agrees to release and indemnify and hold harmless the Valle Crucis Conference Center and its agents from and against liability for personal injury to Guests resulting from any cause whatsoever except such personal injury caused by the willful negligence or intentional acts of the Valle Crucis Conference Center or its agents.

I have read the above and agree to abide by the rules and regulations governing the use of the Valle Crucis Conference Center Apple Barn.

Signature \_\_\_\_\_

Today's date \_\_\_\_\_

Date of event \_\_\_\_\_

Hours of event for security purposes \_\_\_\_\_

Time in \_\_\_\_\_ Time out \_\_\_\_\_ Time to be cleaned \_\_\_\_\_

Group name \_\_\_\_\_

Group representative \_\_\_\_\_

Bride's name \_\_\_\_\_ Groom's name \_\_\_\_\_

Name of person responsible for bill \_\_\_\_\_

Name and address of person for return of the damage deposit (if different from below) \_\_\_\_\_

\_\_\_\_\_

Phone number of representative \_\_\_\_\_

Address of representative \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip code \_\_\_\_\_

Total amount due for event \_\_\_\_\_

Amounts and dates of payments

	Amount	Date Due
Security _____		
_____		
Damage Deposit _____		
_____		
Rental Fee _____		
_____		
_____		
-- Deposit _____		
_____		
Total _____		

VCCC rep \_\_\_\_\_

All regulations are subject to change  
(7/07)

**All caterer's must call the Conference Center prior to your event**

Name of caterer \_\_\_\_\_

Phone number \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_